



**“We Don’t Just Do Taxes...WE KNOW TAXES”**

## **PREPARER TAX IDENTIFICATION NUMBER (PTIN) APPLICATION INFORMATION**

1. Go to [www.IRS.gov](http://www.IRS.gov)
2. Click on “Menu”
3. Click on “Tax Pros”
4. Under “PTIN System,” click on “Renew or Register”
5. Create an account or sign in to your existing account
6. Use the information below to Renew or Register for your PTIN for the upcoming Tax Season. Make sure you choose the **Correct Tax Year!**
7. Upon completion, forward to Tim C. Lee a copy of Letter 4764 or Letter 4766 that will be sent to your “Messages” folder inside of your Internal Revenue Service’s account. For company reimbursement, send a copy of your payment receipt as well. These two items can also be e-mailed to [timclee@TCLFinancialTaxServices.com](mailto:timclee@TCLFinancialTaxServices.com). Franchisees, only forward Letter 4764 or Letter 4766, not your payment receipt.

### **PERSONAL INFORMATION:**

Complete all of the required fields with your requested personal information

### **BUSINESS INFORMATION:**

**Business Name:** TCL Financial & Tax Services

**Business Website:** [www.TCLFinancialTaxServices.com](http://www.TCLFinancialTaxServices.com)

**Business Phone Number:** (601) 922-2825

**Do you own or are you a partner in this business?** No

**Business Address:** 4317 Robinson Road, Jackson, Mississippi 39209

### **PROFESSIONAL CREDENTIALS:**

**Do you have a professional credential?** No

### **FELONY INFORMATION:**

**Have you been convicted of a felony in the past 10 years?** No (If yes, call Tim C. Lee)

### **TAX COMPLIANCE INFORMATION:**

**Are you current with your federal individual and business taxes?** Yes (If no, call Tim C. Lee)

### **DATA SECURITY:**

**Yes, I am aware of this requirement.** Click the box to place a check mark in it

### **CURRENT IRS EMPLOYEE:**

**Are you a current IRS employee?** No (If yes, call Tim C. Lee)

### **REVIEW AND SUBMIT YOUR PTIN REGISTRATION OR RENEWAL:**

Verify that all of the information entered is accurate

### **SIGN YOUR APPLICATION:**

**Yes, I have read and agree to the statement above.** Click the box to place a check mark in it

### **SUBMIT PAYMENT FOR YOUR PTIN:**

Make the payment of \$18.75 and print and/or save the receipt for your records and company reimbursement

**UPDATED: 12/22/2025**